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Pension Office

## **TERMS OF REFERENCE**

<b>Post:</b>	Manager, Pension Coverage Extension
<b>Post Type:</b>	Permanent
<b>Contract Duration:</b>	Initial contract shall be for a period of 1 (one) year. The contract may be extended or made permanent based on performance, upon successful completion of one year.
<b>Department:</b>	Pension Coverage Extension Department
<b>Division:</b>	Pension Services Division

### **Reporting Relationships:**

The Manager, Pension Coverage Extension (MPCE) shall report to the Chief Operating Officer.

### **Overall Responsibilities:**

The MPCE shall manage and ensure efficacy of the Pension Coverage Extension Department's overall operations, and shall be responsible for leading all the activities related to increasing pension coverage in the active labor market. The MPCE shall also conceptualize, develop and implement pension coverage extension initiatives and related policies and procedures.

### **Scope of Work:**

- Undertaking research, data collection and analysis to assess pension coverage extension work, including geographical mapping of under-represented sectors in the pension scheme and in-depth analysis of various sectors to identify those with minimal pension scheme coverage.
- Designing and implementing evidence-based and targeted strategies to increase coverage including developing policies and designing programs to raise awareness, advocate and enforce Pension Act and Regulations; in collaboration with relevant departments of the Pension Office.
- Consulting, coordinating and establishing partnership with external stakeholders to widen pension coverage.



Maldives Pension Administration Office, 8<sup>th</sup> Floor, Allied Building, Chaandhane Magu, Male', Maldives

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- Formulating and implementing outreach programs that are tailored for the specific needs and characteristics of target groups in order to facilitate and encourage pension scheme participation.
- Establishing and tracking Key Results (KR), conducting quarterly performance evaluations aligned with these KR to gauge the effectiveness of initiatives aimed at expanding coverage.
- Continuously researching international trends and best practices in pension scheme coverage and incorporating relevant strategies to enhance local efforts.
- Producing reports to the Management and Pension Office Board on required performance related data and information.
- Any other relevant tasks assigned by the Chief Operating Officer or Management of the Pension Office.

### **Minimum Requirements:**

- A Master's Degree or equivalent professional qualification (MNQF level 9) in the field of public policy, economics, business administration, or a related field.
- A minimum of 2 years of professional work experience at managerial level in a related field after attainment of the Master's Degree.

**OR**

- A Bachelor's Degree or equivalent professional qualification (MNQF level 7) in the field of public policy, economics, business administration, or a related field.
- A minimum of 4 years of professional work experience at managerial level in a related field after attainment of the Bachelor's Degree.

### **Desired Skills and Competencies:**

- Strong research skills with ability to extract and analyse information and write reports.
- Strong communication and presentation skills to effectively convey information, analysis and recommendations.
- Excellent organisational skills and attention to detail.
- Time management skills with the ability to meet tight deadlines.
- Strong interpersonal skill and leadership experience to manage and motivate the team.
- Willingness to stay up-to-date with the latest industry trends and methods.
- Ability to multitask, with proven ability to work flexibly and independently.

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